

TOURISM & THE ARTS GRANT 2011 - 2012

FINAL REPORT INSTRUCTIONS

On a separate piece of paper, provide the following information in the order specified below. Title all pages, "Final Report – 2011 - 2012 Tourism and the Arts."

You may use this page as a checklist to make sure the report is complete.

Do not return the completed report via fax or email. Original signatures and attachments are needed.

Return no later than 30 days after the end of the project and no later than **June 1, 2012** to:

Virginia Commission for the Arts

Lewis House - Second Floor
223 Governor Street
Richmond, VA 23219
804/225-3132

1. Grant identification number (refer to the award letter).
2. Grantee name, address, telephone, and contact person.
3. Grant Partner's name (list all partners)
4. Date(s) of activity, including start and end dates.
5. Type of activity (brochures, website development, etc.).
6. Total project cash income. Itemize all sources of funding for this activity, including Commission and Virginia Tourism Corporation grant total, income from your organization and the partners involved in this grant that is devoted to this activity, earned income, local government support, foundation grants, corporate contributions, and cash donations from individuals. Remember to provide the grand total of all cash income for this activity. **Note:** You must show a **cash match** for the grant.
7. Total project cash expenses. Itemize all expenses.
8. If you have statistics on the number of people attending the arts events as a result of the tourism promotion activity, please provide the figures.
9. Do you consider the promotional activity to be successful, and if so, what is the measure of success?
10. Type the statement, "I hereby certify that, to the best of my knowledge, all information in this final report is complete and accurate." Below this statement type the name, title and daytime phone of the person reporting, and provide an original signature.
11. Enclose publicity material, press clippings, printed programs, websites, articles, evaluation forms, or brochures regarding the project. Highlight acknowledgment of Commission and Virginia Tourism Corporation support in publicity materials you produced.
12. Return the completed report to the Commission office **no later than June 1, 2012.**

NOTE: THIS IS NOT A POSTMARK DATE